

Internal Audit Report Form

Name of PTA: _____

PRESIDENT: _____

Balance on Hand (as of last audit date) \$ _____

Receipts (from last audit date to current audit) \$ _____

Total Cash \$ _____

Disbursements
(less outstanding checks at time of previous audit now cleared) \$ _____

Balance on Hand (date of audit) \$ _____

Last Bank Statement Balance \$ _____

Outstanding Checks:

Check Number	Amount
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Total Checks (Subtract from statement balance) \$ _____

Balance in checking account (Date of Audit) _____ \$ _____

I/We have examined the books of the treasurer of the _____
PTA and find them to be correct with the following notation:

Date audit completed: _____

Auditors' Signature: _____

Auditor's Signature: _____

Auditor's Signature: _____